



# WILLIAMS BAY SCHOOL DISTRICT FACILITY USE APPLICATION

Organization/Individual Requesting Use \_\_\_\_\_

Contact Person \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

School District Resident  Yes  No

What school district employee will be present? \_\_\_\_\_

Is this event strictly for the students of residents of WBSD?  Yes  No

Is your organization within the boundaries of the school district?  Yes  No

Are you charging any fee/tuition for this event?  Yes  No

Is this a fundraising or revenue generating event?  Yes  No

### FACILITY REQUESTED

Elementary School  
125 Theater Road  
Williams Bay, WI 53191

Middle/High School  
500 West Geneva Street  
Williams Bay, WI 53191

### SPACE/ROOM NEEDED

Location	Requested	Fee Per Hour	
		Resident	Non-Resident
Baseball Field	_____	\$10	\$75
Classroom	_____	\$0	\$20
Commons/Cafeteria	_____	\$0	\$20
Elementary Stage	_____	\$10	\$45
Football Field	_____	\$25	\$100
Gym	_____	\$10	\$40
Lecture Center	_____	\$10	\$45
Locker Room	_____	\$5	\$40
Parking Lot	_____	\$0	\$30
Practice Field(s)	_____	\$10	\$60
Softball Field	_____	\$10	\$75
Other	_____	TBD	TBD

Purpose of Use (explain fully)

Projected Number of Attendees \_\_\_\_\_

Special Equipment Requests \_\_\_\_\_

Date(s) Requested and Times (Example: Every Tuesday & Thurs from Oct thru Dec)

*A custodian must be on duty to provide for building security only unless a staff person is present.  
Normal hours are Monday through Friday from 6:30 a.m. to 3:30 p.m.*

Additional Custodian Services Requested  Yes  No

**USER GROUP/INDIVIDUAL'S RESPONSIBILITIES INCLUDE:**

- Providing the WBSD with a certificate of insurance with a minimum of \$1,000,000.00 coverage.
- Accepting financial responsibility for any vandalism or destruction of building or grounds.
- Agreeing to leave the building and grounds in a neat, clean and orderly manner.

Be advised that all groups are subject to Board Policy regarding facility use and rules established by building principals when reserving and using district facilities. Such rules include, but are not limited to the following:

- User groups shall be held financially responsible for damage to school facilities and property.
- Intoxicating beverages and illegal drugs are not allowed on any school premises.
- Use of tobacco products are not allowed on school buildings or on school grounds.
- Failure to properly care for facilities will result in denial of future use.
- Sponsoring organization or individual is responsible for supervising/managing/controlling event participants and spectators.

**OFFICE USE**

Master Calendar Checked for Conflicts  Yes

The Individual/User Group agrees to pay the following charges for use of the prescribed facilities above:

Facility fee	\$ _____
Staffing and/or custodial fee	\$ _____
Equipment use fee	\$ _____
Total	\$ _____
Estimated Charges	\$ _____

Custodian on Duty  Yes  No

Off Duty Custodian Assigned (\$25 per hour)  Yes  No

I, the undersigned, duly represent and speak with authority on behalf of the user group listed above, and by signing this agreement, do agree to the financial responsibility as stated. I have read and agree to abide by all WBSD policy regarding the use of these facilities. Furthermore, this user group understands that neither the Williams Bay School District and its officers, agents or its employees shall be responsible for any bodily injury, including death or property damage, by any member of the user's group while on the grounds or using any of the facilities of the Williams Bay School District.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Insurance required:  Yes  No  Request is denied  Request is approved

Administrator/Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Agreement, Certificate of Insurance and Payment to the Williams Bay School District Office**